

# PROGRAMS 2008-2009 ANNUAL REPORT

## Information Session and Luncheon Programs

Programs Committee – Jessica Arts, MBA, Director Programs; members: Joane MacQueen, Nancy Weatherall, Dee Thompson, Li Zhang, Pat McNamara

The Program Committee plans and organizes nine 2-hour monthly information sessions, with each session immediately followed by a 1-hour luncheon (for nine luncheons). Each information session speaker provides a ~ 1.5 hour presentation while each luncheon speaker talks for ~ 30 minutes. The logistics of each event includes booking the 18 speakers, establishing equipment and technological needs, advertising, promotion and venue/meal & beverages coordination.

These events generally occur on the second Wednesday of each month (excluding July, August and December). The Program Committee ensures that members and non-members find these sessions affordable. Member cost was set at \$50 CAD plus tax (total \$52.50) to attend both the information session and luncheon. The economic downturn in Canada did affect the average attendance, which dropped to 51 members for Information Sessions and 65 members for the Luncheon Programs. Information and Luncheon Programs are sustainable with a profit margin projected at 12%.

Most speakers provide a copy of their presentation, which the Chapter provides on its website. This is a valuable resource for Chapter members, even for those who could not attend.

Despite these difficult economic times, the Program Committee is proud and delighted to advise they maintained the high quality and diversity of topics and speakers that the ARMA Calgary membership requested. Table 1 “**Information Sessions and Luncheon Programs 2008-2009**” provides more details on these events. Of particular note is that, from March 2009 onwards, all advertising of these events identified the relevant ARMA Core Competency domain(s) and experience levels.

### **New For the Calgary Chapter Programs**

It is with pleasure to advise we videotaped the December 3, 2008 presentation by Deb Marshall, who spoke on ARMA Core Competencies and the self-assessment tool. We provided the tapes to Jeff Randolph at ARMA International in January 2009 for conversion to a digital format and inclusion in the members’ library – however, converting a 2-hour event into this format has created some technological difficulties that Jeff is still trying to overcome.

**Table I-1  
Information Sessions and Luncheon Programs 2008-2009**

Date	Information Session	Luncheon Program
Sep 10 2008	<b>Speaker: Margaret Russell, CRM Imperial Oil Shared Drive Presentation</b> This session is about the mechanics of maintaining a shared drive and is complementary follow up to the session "Disposition of Shared Drives" given by Colleen McNaughton in June 2008.	<b>Speaker: Wayne Hoff, Bantrel Inc. Electronic Signatures: the Good, the Bad, and the Ugly</b> This session examined internal processes related to approvals of web transactions, how those transactions are legally binding, cost savings these transactions might create and risks associated with electronic signatures.
Oct 08 2008	<b>Speaker: Bonnie Woelk MAS/Karen Buckley, University of Calgary Case Study: Classification Scheme Update</b> A review the ongoing project (10 years and counting) to have all the university's 300+ units converted to the functional classification scheme, with comments on successes and lessons learned.	<b>Speaker: Sue Rock CRM, The Rockfiles Inc. ARMA Code of Professional Responsibility</b> Wading through the undefined world of ARMA's Code and how it affects daily information management practices.
Dec 3 2008	<b>Speaker: Deb Marshall, MLS, LECG ARMA Core Competencies</b> Exploring ARMA International's RIM Competency document, along with an on-line demonstration of the Self Assessment available only to ARMA members.  <i>Please also see the "New for Calgary Chapter Programs" note above.</i>	<b>Speaker: Ken LaPointe erm<sup>m</sup>, CET EnerPLUS ARMA Calgary Award celebrations</b> Presentation sharing photos of our chapter's past COTY Awards (1980, & 1992) along with more detailed shots of the ARMA International 2008 conference in Las Vegas – with our 2008 COTY award and individual awards presented to Calgary chapter members Uta Fox and Ken LaPointe.
Jan 14 2009	<b>Speaker: Bruce Miller MBA, RIMtech End User Empowerment – the key to a successful ECM recordkeeping solution</b> How to succeed in implementing ECM technologies using best practices that enable end users to qualify, declare and classify business records in long-term storage repositories.	<b>Speaker: S. Sgt. Kathy McDonald, Calgary Police Service Identity Theft</b> A look at identity thieves, advice on how organizations can protect themselves and their customers from various risks such as phishing, dumpster diving and various Internet based scams and cons, as well as details of the City of Calgary's involvement in the international effort to curb these risks.
Feb 11 2009	<b>Speaker: Andrew Joyce FDR Forensic Data Recovery Inc. Electronic Evidence and Computer Forensics – Today's Smoking Gun</b> Exploring the usual and unusual sources of electronic evidence and the forensic methodology used to preserve, collect, analyze and present this evidence in court.	<b>Speaker: James Robbins, The Robbins Group The Expedition – Employee Engagement and Retention</b> Looking at two hot topics – employee retention and staff engagement using cutting edge innovative ideas and adding tales of climbing expeditions resulting in a thought provoking, motivational talk with tips on how to increase staff engagement and lower turnover.
Mar 11 2009	<b>Speaker: Lori Lindberg Recordkeeping from an Australian perspective: What we have and should learn from Down Under</b> Examining Australia's revolutionary influence on RIM including its influence on ISO 15489, along with a comprehensive review of Australia's current philosophy and model of records management and archival processes – the Records Continuum	<b>Speaker: Lori Lindberg, lecturer in the MARA degree MARA and SJSU</b> A look at the San Jose State University's School of Library and Information Science's On-line Distance Master of Archives and Records Administration – its development and current curriculum.

Date	Information Session	Luncheon Program
Apr 8 2009	<p><b>Speaker: Steph McIntyre (winner of the 2006 Project Management Excellence from the Project Management Institute of Southern Alberta) Kogawa Consulting Ltd. <i>Project Lifecycle – Keeping an eye on the data</i></b> Walking through a project lifecycle with examples of deliverables and key milestones needed to ensure successful management of business data.</p> <p><u>ARMA Core Competency:</u> <u>ARMA Experience Level:</u></p>	<p><b>Speaker: Liz Spring LIT, Encana <i>From Office Cleaning to Marketing – all in a year's work</i></b> A case study from one of Calgary's largest energy companies on how a request to help clean out a single office turned into a successful nine-month campaign and initiative to TRIM (Toss, Recycle Information Management)\, including tips and tricks useful for all organizations – large or small.</p> <p><u>ARMA Core Competency:</u> <u>ARMA Experience Level:</u></p>
May 13 2009	<p><b>Speaker: Sandie Bradley CRM Harwood Information Association Ltd <i>Living in a hybrid records world: practical skills to synchronize your electronic and hard copy systems</i></b> Tips and advice on how to keep your electronic and hard copy systems in synch</p>	<p><b>Speaker: Sandie Bradley/Uta Fox/Margaret Russell CRM AGM/Update on the ARMA Canada History project</b> More details on the ongoing work for a book, headed for publication, on the history or records management in Canada</p>
Jun 10 2009	<p><b>Speaker: Bruno Lindia, DMA Canada Ltd. <i>Leadership Awareness</i></b> A look at how your behaviour can influence and inspire others using simple but powerful tools to transfer a team into peak performers.</p>	<p><b>Speaker: John Gilchrist, noted CBC Radio &amp; Calgary Herald food critic <i>Great Restaurant fare well breaking the bank</i></b> Something lighter to end the year – John Gilchrist gives his thoughts on how to enjoy the best of Calgary restaurant fare without destroying your budget</p>